

**WARREN HILLS REGIONAL BOARD OF EDUCATION
REORGANIZATION & REGULAR MEETING**

January 3, 2017

7:00 p.m.

A. Call to order - Mrs. Estrella Molinet

Motion to nominate Estrella Molinet as president pro tem.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

Election of president pro tem.

President's Announcement: Adequate notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Warren Hills Regional Board of Education Office, by mailing copies to the "The Express-Times," "The Warren Reporter," "The Star-Ledger," and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Pledge of Allegiance

Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

B. Certified Election Results

Three Year Terms – January 1, 2017 –December 31, 2019 (3 seats)

<u>District</u>	<u>Candidate</u>	<u># of Votes</u>
Mansfield Twp.	Linda J. Feller	1,728
Washington Borough	Paula K. Merrill	1,135
Washington Twp.	Patrick J. O'Malley	1,845

C. Oath of Office to be administered to the newly elected and re-elected Board of Education members by Board Secretary.

D. Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

E. Roll Call - Mrs. Estrella Molinet

Linda Feller	Kathleen Halpin	Patrick O'Malley
Paula Merrill	Christopher Hamler	Richard Young
Jennifer Knittel	Lisa Marshall	Richard Havrisko

F. NOMINATION FOR THE POSITION OF BOARD PRESIDENT

Motion by _____, to nominate _____, for **President** of the Warren Hills Regional School District

Motion by _____, seconded by _____, to close nominations for President of the Warren Hills Regional School District

Newly elected President assumes chair

G. NOMINATION FOR THE POSITION OF BOARD VICE PRESIDENT

Motion by _____, to nominate _____, for **Vice President** of the Warren Hills Regional School District.

Motion by _____, seconded by _____, to close nominations for Vice President of the Warren Hills Regional School District.

Newly elected Vice President assumes chair

Comments from the audience (on Agenda items only)

H. Board Reorganization Motions for the period ending January 2, 2018:

*1. Motion that the 2017 Warren Hills Regional Board of Education meetings be held at the Board Office, Bowerstown Campus at 6:30 p.m. for Executive Session and 7:00 p.m. for regular session, as listed on the attached calendar.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to appoint Nisivoccia & Company, Auditor/Public School Accountant.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to appoint Schenck, Price, Smith & King, LLP, as general legal counsel.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to appoint Nathanya G. Simon of Schwartz, Simon, Edelstein & Celso, LLC, as Special Education counsel.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to appoint Wilentz, Goldman and Spitzer, P.A., as bond and construction attorneys for the building projects.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to appoint Fraytak, Veisz, Hopkins, Duthie, P.C., as architect of record for the 2017 school year.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to appoint Brown and Brown Insurance as Risk Managers for School Alliance Insurance Fund.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to appoint Brown and Brown Insurance as Broker for Health Insurance.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*9. Motion to approve AXA Equitable, Oppenheimer and Lincoln Investment Planners [403B and 457's].
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*10. Motion to approve Ameriflex as Flexible Spending Account provider.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*11. Motion to appoint Dr. Jeffrey Merkle as school physician.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*12. Motion to appoint Dr. Nicholas Avallone, St. Luke's Orthopaedic Specialists, Athletic Physician.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*13. Motion to appoint Estrella Molinet as Public Agency Compliance Officer.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*14. Motion to appoint Estrella Molinet as the Qualified Purchasing Agent with a bid threshold of \$40,000.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*15. Motion to approve procurement of goods and services through state contracts.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*16. Motion to appoint Annette Walters as Affirmative Action Officer.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*17. Motion to appoint Marleen O'Connor, Interim Director of Guidance, as 504 Committee Coordinator.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*18. Motion to appoint Marleen O'Connor, Interim Director of Guidance, as Homeless Liaison.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*19. Motion to appoint Anthony Sbriscia, Director of Plants & Facilities, as Asbestos Management Officer, Safety and Health Designee, Integrated Pest Management Coordinator, Right to Know Officer and Air Quality Designee.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*20. Motion to adopt the following resolution:
RESOLVED, That the PNC Bank, Washington Office; Investors Savings Bank be designated the depositories for the Warren Hills Regional Board of Education accounts and certificates and, be it further
RESOLVED, That all checks, drafts, notes or warrants drawn against said accounts be signed and, be it further
RESOLVED, That the Investors Bank, Washington NJ offices, be designated the depository for Warren Hills Regional general working accounts and, be it further
RESOLVED, That no checks, drafts or warrants drawn against said accounts be valid unless so signed.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*21. Motion to designate the Express-Times as the official newspaper to carry legal ads.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*22. Motion to approve, based on the recommendation of the superintendent, that the existing bylaws and policies be approved, adopted and continued in use unless and until amended by action of the Board.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*23. Motion to approve, adopt and continue the existing 7th – 12th grade curriculum, assigned textbooks, co-curricular clubs and programs and student activities unless and until amended by action of the Board.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*24. Motion to appoint Estrella Molinet, Business Administrator/Board Secretary, as custodian of government records and to appoint Earl C. Clymer, III, Superintendent, as custodian of student and personnel records, in compliance with the Open Public Records Act.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*25. Motion to appoint Judith Favino as Treasurer of School Monies for the 2017 school year.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*26. Motion to appoint _____ as Delegate of the New Jersey School Boards Association.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*27. Motion to appoint _____ as Alternate Delegate to the New Jersey School Boards Association.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*28. Motion to appoint _____ as Delegate to the Warren County School Boards Association.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*29. Motion to appoint _____ as Legislative Representative to the New Jersey School Boards Association.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

I. Minutes of the December 6, 2016 Regular and Executive Session meetings and the December 13, 2016 Special Meeting.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

J. Communications – Mrs. Molinet

K. Citizens Participation – concerning action items.

L. Superintendent’s Report – Earl C. Clymer, III

M. Committee Reports

N. Action Items:

I. Personnel

***1. Motion to approve/accept the following appointments /adjustments/ resignations/retirements:**

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Luanne Ferenci	Accept	Health & PE Teacher	N/A	High School	6/30/17	N/A	Retirement
2	Lawrence Dubiel	Accept	Health & PE Teacher	N/A	High School	6/30/17	N/A	Retirement
3	Terrence Dolan	Accept	School Psychologist	N/A	High School	6/30/17	N/A	Retirement
4	Edward McGrath	Approve	Athletic Trainer Observations	N/A	High School	1/4/17	N/A	Under the supervision of Kevin Call

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***2. Motion to approve the following adjustments, stipends:**

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Jeffrey Balas	5 th Preparation	N/A	\$1,300 /semester	High School	9/1/16	6/30/17	Full Year
2	John Heine	5 th Preparation	N/A	\$1,300 /semester	Middle School	9/1/16	6/30/17	Full Year
3	Maylin Ramirez	5 th Preparation	N/A	\$1,300	Middle School	9/1/16	1/27/17	Fall Semester

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
4	Heather Heslin	5 th Preparation	N/A	\$1,300	Middle School	9/1/16	1/27/17	Fall Semester
5	Shannon McDowell	5 th Preparation	N/A	\$1,300	High School	9/1/16	1/27/17	Fall Semester
6	Laurie Kerr	New Teacher Mentor	N/A	\$440, prorated	High School	2/1/17	6/30/17	Mentoring Jodi Longo Health & PE

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***3. Motion to approve the following coaching staff appointments, tiers & salaries:**

Code No.	NAME	Coaching Position	Tier	Step	Stipend
1	Elizabeth Horvath	Winter Head Cheerleading	3	4	\$8,720
2	Nicole Crowley	Winter Co-Assistant Cheerleading	3	2	\$2,437
3	Kimberly Yapaola	Winter Co-Assistant Cheerleading	3	2	\$2,437
4	Jeffrey Balas	Ass't Baseball	3	4	\$6,883
5	Joseph Bamford	Ass't Baseball	3	1	\$4,302
6	Nicholas Sarlo	MS Baseball - MS	3	1	\$3,463
7	Robert Carroll	Ass't Boys Track	3	4	\$6,883
8	Daniel Diveny	MS Boys Track	3	4	\$5,432
9	Elise Tooker	Ass't Girls Track	3	1	\$4,302
10	Josephine Potter	Ass't Girls Track	3	4	\$6,883
11	Kimberly Kavcak	MS Head GirlsTrack	3	4	\$5,432
12	TBD	MS Ass't Girls Track	3		
13	Jennifer Cavo	Ass't Softball	3	1	\$4,302
14	Renee Smola	Ass't Softball	3	4	\$6,883
15	Toni Manfra	Ass't Softball	3	2	\$4,874
16	Craig Green	MS Head Softball	3	4	\$5,432
17	Thomas Powers	Head Boys Tennis	4	4	\$7,217
18	Julia Henning	Ass't Boys Tennis	4	2	\$4,055
19	Jodi Longo	Head Girls Lacrosse	3	1	\$5,772
20	James Schlessinger	Ass't Girls Lacrosse	3	2	\$4,878
21	TBD	Ass't Boys Lacrosse	3		

Code No.	NAME	Coaching Position	Tier	Step	Stipend
22	TBD	Spring Weight Room			
23	David Sbriscia	Golf Team Volunteer	N/A	N/A	N/A
24	David Farkas	Robotics Volunteer	N/A	N/A	N/A

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

II. Education and Policy

*1. Motion to approve the **second and final reading** of the following revised policy and regulations for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

P 9191 Booster Clubs
P 5536 Random Student Substance Testing

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to affirm the administrative decisions regarding the following HIB cases:

MS - 16-17 – None

HS - 16-17 – 002

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve the following travel and conference requests:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Brian DeBoer & Keith Dennison	Techspo 2017	Atlantic City, NJ	\$425. registration each, hotel, mileage & incidentals	1/26 & 27/2017
2	Mary Louise Rowlin	Middle States Visit	Lewisburg, PA	N/A	All expenses paid by Lewisburg
3	Richard Young	Bargaining at the Table Wksp	Trenton, NJ	\$149. registration + mileage	NJSBA Workshop
4	Toni Manfra	What's New In Young Adult Literature	Bethlehem, PA	\$249. registration + mileage	1/9/17
5	Nicole Silvis, Jeffrey Balas, Hope Ranalli & LeeAnn Kubbishun	Defiant, Manipulative & Attention-Seeking Students Workshop	Philadelphia, PA	\$144. registration each + mileage	ALC Teacher, BD Teacher & Guidance Counselors

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve the following field trip requests:

Code	Requested by:	Trip	Location	Board of Education Cost	Discussion
1	Margaret Devine	MS Horizons Students to competition	Bridgewater-Raritan Middle School	N/A	AAFTL
2	Jennifer Giamoni	Debate Team to Harvard Model Congress 2017	Harvard University	Transportation	AAFTL - \$700 per student
3	Adam Slack	Archery Team to NASP Tournament	West Morris High School	Transportation	AAFTL
4	Amy Kline	FFA to participate in leadership workshops	Delaware Valley University, Doylestown, PA	N/A	N/A
5	Adam Slack & Ari Eisner	Project First Robotics to competition	Mt. Olive High School	Transportation	AAFTL
6	Adam Slack & Ari Eisner	Project First Robotics to competition	Bridgewater High School	Transportation	AAFTL
7	Adam Slack & Ari Eisner	Project First Robotics to competition	Montgomery High School	Transportation	AAFTL
8	Adam Slack & Ari Eisner	Project First Robotics to competition	Lehigh University	Transportation	AAFTL
9	Amy Kline	FFA to career development events	Rutgers University	Transportation	AAFTL
10	Amy Kline	FFA to New Jersey Convention	Monmouth University	Transportation	AAFTL
11	Michael Perruso	Interdisciplinary Enrichment Class to Martin Guitar tour	Nazareth, PA	Transportation	\$10. Per student This is a re-scheduled trip
12	Margaret Devine	MS Horizons Students to Horizons Art Symposium	Washington, NJ	Transportation	AAFTL
13	Deana Marie Turner & Nicholas Sarlo	DECA/FBLA Competition	Kean University	Transportation	AAFTL – additional chaperones
14	Jarrett Hosbach	Wrestling team & coaches to Team Building Workshop	Rutgers University	N/A	Transportation paid by Washington Wrestling Club
15	Nicole Silvis, Josephine Potter & Vittoria Busardo	MS & HS Student Councils to NJASC Winter Convention	The College of New Jersey	Transportation	AAFTL - \$22 / student
16	Heather Heslin	MD/ED/AU Classes to Community Based Instruction	Oakwood Lanes	Transportation & Nurse	AAFTL - \$10 / student
17	Heather Heslin	MD Classes for Outdoor Safety Education	Merrill Creek	Transportation	AAFTL
18	Jennifer Giamoni	Debate Team to Competition	Phillipsburg High School	Transportation	AAFTL

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

III. Budget and Finance

*1. The Warren Hills Regional Board of Education approves the November, 2016 Board Secretary and Treasurer’s Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of November, 2016; in compliance with N.J.A.C. 6A:23A-16.10 (c)4, that the Board of Education certifies that no major account has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b), and that as of this report sufficient funds are available to meet the District’s financial obligation for the remainder of the year.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to approve transfers in the amount of \$114,853.44, for the month of November, 2016.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve the following Special Education Tuition Contracts for the 2016-2017 school year:

Student	School	Amount	Aide	Effective
31-17	Montgomery Academy	\$36,297.00	N/A	1/3/17 – 6/30/17
32-17	Morris-Union Jointure	\$65,661.95	N/A	1/3/17 – 6/30/17
33-17	Stepping Stone School	\$27,241.62	\$24,975.00	1/3/17 – 6/30/17
34-17	Hunterdon Preparatory	\$26,955.80	N/A	12/22/16-6/30/17

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve a change of placement for Special Education Student 17-17 from Hunterdon Preparatory School to Montgomery Academy for the remainder of the 2016-2017 school year, commencing January 3, 2017, in the amount of \$327.00 per day x 109 days, \$35, 643.00.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve a Contract for Educational Services for Student #2018496 to attend Warren Hills Regional School District for the 2016-2017 school year, commencing September 6, 2016, in the amount of \$12,560.00.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

O. Citizens Participation

P. Executive Session

EXECUTIVE SESSION (If Necessary)

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

Q. Convene to Executive Session _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

R. Reconvene _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

S. Adjournment _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***Roll Call**

**WARREN HILLS REGIONAL
BOARD OF EDUCATION MEETING CALENDAR
2017**

January 3rd (reorganization)

January 14th (Board retreat – 9 a.m. to 12:00 p.m.)

January 24th

February 7th and 21st

March 7th and 21st

April 4th and 25th

May 2nd (Public Hearing)

May 9th (adoption of budget and offer of employment for non-tenured teachers)

May 23rd

June 6th and 20th

July – no meeting

August 15th

September 5th and 19th

October 3rd and 17th

November 14th and 28th

December 12th

January 2nd (2018) (reorganization)

Executive Session starts at 6:30 p.m. and Regular meeting at 7:00 p.m.

EM/dmg